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**Managing Your Records &
the Local Records Act:
A Quick Guide for
Disposing of Local Records**

August 2020

Purpose of this Guide:

The purpose of this guide is to provide a records management and disposal process overview for agencies of local government that is in compliance with the Local Records Act (50 ILCS 205). Its use is for either the new employee in using their **Application for Authority to Dispose of Local Records** (here after referred to as **APP**), or completing their first **Records Disposal Certificate** (hereafter referred to as a **DC**), or experienced employees for reference. The services outlined in this guide are provided at no charge by the Illinois State Archives Local Records Unit, Illinois Secretary of State. Please carefully read though the entire guide and review all examples before beginning the records disposal process.

What is the Local Records Act?

The Local Records Act (50 ILCS 205), enacted in 1962, regulates the preservation and disposal of public records for all units of local government in Illinois. The law's purpose is to provide a statutorily compliant mechanism for managing records that are necessary for: the proper functioning of government, the destruction of obsolete and valueless records, and the archival preservation of records that have long-term research value, and are not necessary for the routine operations of local government. By disposing of obsolete records and preserving archival materials, valuable storage space can be freed for the ever-increasing quantities of current records, which are vital for the daily business and continuity of operations for local officials. This law also establishes the Local Records Commission, which is for down-state counties, and the Cook County Local Records Commission. Both Commissions approve record retentions (life-cycle) for local governmental agencies. The Records Management Unit of the Illinois State Archives provides administrative support for both the commissions in executing their statutory functions. Please remember that in Illinois, no public record may be disposed of without the approval of the appropriate records commission.

What is a public record?

Under the Local Records Act, a public record is:

(50 ILCS 205/3) (from Ch. 116, par. 43.103)

Sec. 3. Except where the context indicates otherwise, the terms used in this Act are defined as follows:

"Public record" means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of public record. Paper copies of registration records, as defined in Section 1 of the Library Records Confidentiality Act (75 ILCS 70/1), shall not be considered public records once the information contained in the paper registration records is transferred into a secure electronic format and checked for accuracy.

(Source: P.A. 99-147, eff. 1-1-16.)

Are faxes, videos, emails, and instant messages, etc. public records?

When the information contained in a fax, email, instant message, social media post, video or audio recording fits the definition above, it is defined as a public record and is subject to the provisions of the Local Records Act, regardless of the media.

Are records stored in an electronic format defined as a record under the Local Records Act?

In the current office environment record information may no longer be maintained solely on paper or microfilm. Record information may be stored using multiple types of media, including magnetic (cassette) tapes, floppy disks, thumb-drives, hard-drives, CDs, DVDs, MP3s, cloud storage, and etc.

Effective January 1, 2001, the Local Records Act was amended to allow local government agencies to reproduce existing public records in an electronic format with the intent to dispose of the original records. This practice is only allowable if the electronic records are reproduced on a "durable medium that accurately and legibly reproduces the original record in all details," and "that does not permit additions, deletions, or changes to the original document images."

The electronic records must be stored in an electronic records management system, also known as ERIM, which is in compliance with Illinois Administrative Code Title 44 Part 4000.80 i), and Part 4500.80 i). This is to ensure that the digital records are retained in a trustworthy manner so that the records, and the information contained in the records, are accessible and usable for subsequent reference at all times while the record information must be retained [life-cycle]. A concern for electronic storage is that all personal information belonging to citizens must be kept in a manner compliant with the Personal Information Protection Act (815 ILCS 530/12).

Each agency is under statutory obligation to file a DC with the appropriate Local Records Commission before the records that are scanned can be disposed of. Another DC must be submitted before the reproduced electronic records are deleted from the ERIM. This means that the agency must file two DCs for records that are digitized.

How do you dispose of records?

First, find your APP:

Your agency should have an APP, which was approved by the appropriate Local Records Commission. An APP is a unique document that provides a listing of all public records held by your agency and includes recommendations how long to keep them. If you cannot find your agency's APP, please contact your Local Records Field Representative identified at the end of this guide or the Local Records Unit. You will either be provided with a copy of your existing APP, or your Field Representative will guide you through records inventory process and prepare an APP specifically for your agency. (See sample APP in this document.)

NOTE: There are no listings of generic or common record retentions that an agency can use in place of an APP. The record retentions the agency is to use are found in their APP. There is no list of record retentions found in the Local Records Act, Illinois Administrative Code, or on the Illinois State Archives website. This is why having, saving and maintaining the APP is critical for the management of local records.

Second, organize your records:

To help with the disposal process, we recommend that you organize your records by record series item title found in your APP, then by year within each records series item. Please try to avoid storing items with different retention periods together. For example, the sample APP on page 7, lists the record series Item #101 – ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC. This records series has a retention period (life-cycle) of one year. For paper records, group all documents in this record series together in a folder for 2020 for records spanning January 1st, 2020 through December 31st, 2020. Use a matching folder structure for electronic, whether in an email or file management system. You will be able to dispose of the folder(s) for 2020 at the beginning of 2022, which means the documents in this folder(s) is now one year old. See the table on page 11 of this guide shows the latest dates you can dispose based upon retention period.

Third, identify and prepare records for disposal:

When you are ready to dispose of records, identify and segregate all records that have met their retention period. We recommend that records are disposed of on an annual basis. Check with the agency's legal counsel and management to make sure no litigation is pending or anticipated that will require keeping the record longer than the recommended retention, and that the records are not under FOIA or audit. Records cannot be destroyed until all issues are resolved. Once cleared, you can begin disposal.

Fourth, fill out the DC:

The most current DC and Continuation Sheet can be found at: <https://www.cyberdriveillinois.com/departments/archives/records> management. Download a copy to your computer so that you can save your work. Alternatively, you can contact your Local Records Field Representative or the Local Records Unit to make sure you have the most up to date version.

Fill out all the information required in the upper right hand – make sure fill in the Application #. Use the above example: put a 2 in the Application Item No. column; put ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC. in the column Record Series Title (*please use the exact record series title as it appears in the APP, do not change it*) put the year(s), in this case 2020, in the column Inclusive Dates (month/year); put the volume, in this case there is one folder, so it would be negligible – Neg., in the column Volume of Records (Cu. Ft. or MB/GB).

Remember to first column is for the APP Item number only and should match the number to the right of the record series title on your APP. Do not consecutively number the items on the form.

If your agency has records that aren't listed on your APP, please contact your Local Records Field Representative to discuss options for adding items to your existing APP, or updating your APP to better reflect how your agency functions.

When you are converting a paper record to a digital record by scanning, you will have to fill out and sign the lower left-hand corner of the form to destroy the paper copy that is listed, and then do another DC when deleting the digital scan from the ERIM. This is to affirm that the agency is in compliance with Illinois Administrative Codes Title 44, Parts 4000.50, 4500.50, 4000.70, 4500.70, 4000.80 and 4500.80. Make sure the agency has a signature at the bottom right-hand corner. The Local Records Unit will assign the date above the signature, which is generally 30 days after the DC is approved.

Emergency Disposal: If public records are destroyed by fire, weather, or damaged by water and cannot be recovered contact the Local Records Unit as soon as possible. In addition to submitting a DC, you will need to provide a written explanation explaining the situation and include photographs of the damage. You may not make a request for emergency disposal if your agency is moving or for any other administrative need.

Rolling Disposal: A multiple-event single DC, also called a Rolling Disposal, is used for digital records stored less than one year in automatic over-write data storage systems – Illinois Administrative Code Title 44, Part 4000.40 d)/4500.40 d). An example would be a surveillance system that stores images for a period of time and then writes new images after a set period of time – generally 90 days. This type of disposal is prepared for a year in advance of the disposal cycles. There is an example on page 10.

Fifth, submit the DC to the Local Records Unit:

If your DC is complete, correct, legible, and signed, you may mail it to the address located on the upper right-hand corner of the DC, or you may email a scanned imaged of the completed and signed DC to recordsngt@ilsos.gov. We are unable to reply with a notification of receipt. Generally a DC is processed within 60 days after receipt in the Local Records Unit.

Sixth, the approved DC is returned:

When your agency receives the approved DC, check it to see if there have been any annotations or changes made to it. A change could include the removal of a record series because the retention period has not been met; wrong record series title, no volume, or no signature. If a retention period has not been met, the DC can be resubmitted when the retention period is met. File the approved DC with your agency's APP – they are both permanent records. You will need the DC to support agency compliance when a destroyed record is requested to meet a FOIA, audit, or litigation discovery request. Your approved DC will indicate the date on or after which you may destroy the records. You are responsible for maintaining the records until that date. If your agency uses a commercial shredding service, schedule the shredding 30 days after receiving the approved DC.

NOTE: Tampering with public records is covered under 720 ILCS 5/32-8. When a person knowingly and without lawful authority alters, destroys, defaces, removes or conceals any public record commits a Class 4 felony. (Source: Public Act 96-1217, eff. 1-1-11; 96-1508, eff. 6-1-11; 97-1108, eff. 1-1-13; 98-1063, eff. 1-1-15; 99-363, eff. 1-1-16; Also see 50 ILCS 205/4 (a))

Sample Application for Authority to Dispose of Local Records Retention Schedule

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

Application No. 20-001
Page 2 of 31

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATIVE RECORDS</u>
100.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
101.	<p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: 2004- Volume: 30 Cu. Ft. Digital Volume: 1 Gigabyte Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
102.	<p><u>AGENDAS AND MINUTES OF THE COUNTY BOARD (INCLUDES SUPERVISOR'S RECORD), ORDINANCES AND RESOLUTIONS</u></p> <p>Dates: 1879- Volume: 80 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain one (1) permanently.</p>

**Sample Application for Authority to Dispose of Local Records
Retention Schedule**

**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

**Application No. 20:001
Page 3 of 31**

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
103.	<p><u>APPLICATIONS FOR EMPLOYMENT</u></p> <p>Dates: 1999- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of application, then dispose of.</p>
104.	<p><u>AUDIO RECORDINGS OF MEETINGS</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after adoption of official minutes, then dispose of.</p>
105.	<p><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of</p>

Local Records DC Completion review:

A *DC* and *Supplemental Page* (when needed) must be filed with and approved by the Local Records Commission before any records are destroyed. These forms are available for down-load at the Archives website, under State and Local Records Management section (https://www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html). The forms can be downloaded from this site. The forms can be filled out online, saved, then emailed to recordsmgt@ilsos.gov, or be printed and then manually typed and mailed to the address provided on the form.

Instructions for Completing a *DC* for Local Records:

- **Application Number:** On the line in the upper right-hand corner of the form, enter the record application number from the *APP*, which lists the records to be disposed of.
- **County:** Enter the name of county.
- **From:** Enter the agency and division.
- **Address:** Enter the address of the agency.
- **Telephone Number and Email Address:** Enter the telephone number and email address of the agency's contact person.
- **Item Number from Application:** Enter the item number from the *Application for Authority to Dispose of Local Records* for each individual item to be disposed of.
- **Record Series Title:** Enter the exact title of each record series to be disposed of.
- **Inclusive Dates:** List the beginning and ending date span for each record series to be disposed of.
- **Volume of Records to be Destroyed:** If the records are paper, list the volume to be disposed of in cubic feet; if the records are digital, list the volume in kilobytes, megabytes, gigabytes and so on.
- **Disposal Date:** which is entered by the Records Management Unit before the *DC* is returned.

At the bottom right of the form, the person requesting disposal will sign and date the *DC*. Make sure to indicate the title of the person requesting disposal and print the person's name below the signature. Agencies planning to microfilm/digitize and then dispose of paper records must also sign the microfilm/digitization certification statement on the bottom left portion of the Disposal Certificate.

Send the *DC* to the Local Records Commission, Illinois State Archives, sixty (60) days before the disposal date to ensure enough time for processing. Retain a copy for your file until an approved copy is returned to your agency.

Do not dispose of materials until the approved copy of the *DC* is returned to your agency in compliance with Title 44 Illinois Administrative Code Section 4000.40 (Down State), and Title 44 Illinois Administrative Code Section 4500.40 (Cook County).

Sample Records Disposal Certificate (DC):

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Margaret Cross Norton Building
 Springfield, IL 62756
 217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application Item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

APPLICATION #: 20:001
COUNTY: Jersey
FROM: County Clerk/Recorder
(Agency Division)
ADDRESS: P.O. Box 219
(Street, P.O. Box)
 Jerseyville 62052
(City, ZIP Code)
CONTACT TELEPHONE: (000) 000-0000
CONTACT EMAIL: XYZ@systems.gov

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
101	Administrative Files & Miscellaneous Correspondence, including email classified as General Correspondence and note related to another record series, reference materials, publications, and etc.	2019	Neg. 24 MB
103	Applications for Employment Unsolicited Solicited	2019 2018	1 CF Neg.
104	Audio Recordings of Meetings	1/2019 - 6/2019	Neg.
105	Bids, Specifications and Proposals Unsuccessful Bids Successful Bids Successful Bids (scanned)	2017 2010 1/2011 - 12/2019	2 CF 1 CF 3 CF
			Total Volume from all pages Cu. Ft. <u>5</u> MB/GB <u>24</u>

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

Jane Doe

(Signature required only if records have been microfilmed or digitized)

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Date _____ Approved by LSOS _____
 Signature _____ Date _____
 Jane Doe, Clerk/Recorder
Print name and title on line above
 Prepared by: Winston Salem, Deputy Clerk

Sample Rolling Disposal:

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Margaret Cross Norton Building
 Springfield, Illinois 62756
 (217) 782-7075

APPLICATION # 01:234

COUNTY: Will

FROM: Happy Days SD 123

ADDRESS: 12345 South 12th Street Wonderful St
Happyville, Illinois 60123

TELEPHONE: 123-456-7890

Directions:

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Apr 1-30, 2017	Jan 1-31, 2017	450
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on May 1-31, 2017	Feb 1- 28, 2017	
	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on June 1-30, 2017	Mar 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on July 1-31, 2017	Apr 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Aug 1-31, 2017	May 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Sept 1- 30, 2017	June 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Oct 1-31., 2017	July 1-31, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Nov 1-30, 2017	Aug 1-31, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Dec 1-31, 2017	Sept 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Jan 1-30, 2018	Oct 1-31, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Feb 1-28, 2018	Nov 1-30, 2017	
200	VIDEO SURVEILLANCE RECORDINGS – Dispose of daily on Mar 1-31, 2018	Dec 1-31, 2017	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

2/1/17

1/1/17

Signature

Date

Mr. Rogers Superintendent

(Signature required only if records have been microfilmed or digitized)

Please print name and title on the line above

LR-4.11

Computing Paper Record Volume:

1 Full letter size drawer	1.5 cu. ft.
1 Full legal size drawer	2.0 cu. ft.
1 Full lateral file size drawer or banker box	2.5 cu. ft.
Less than .25 cu. ft.	Neg.
Copy paper carton	ca. 1 cu. ft.
Approximately 2,500 sheets of paper	1 cu. ft.

To determine the size of an electronic file, right click on the file name and then left click on properties to determine the KB, MB, GB, or TB.

Computing Retention Periods for DCs

Below are sample retention periods. Your *Application* may contain retention periods longer than 15 years which you may compute accordingly

In 2020 you may submit a Disposal Certificate to dispose of records listed on your *Application for Authority to Dispose of Local Records* for the following calendar years.

If the Retention Period is:	Note	Latest Date of Records
1 year	You May Dispose of Records Dated December 2019 or earlier	2019
2 years	You May Dispose of Records Dated December 2012 or earlier	2017
3 years	You May Dispose of Records Dated December 2011 or earlier	2016
4 years	You May Dispose of Records Dated December 2010 or earlier	2015
5 years	You May Dispose of Records Dated December 2009 or earlier	2014
6 years	You May Dispose of Records Dated December 2008 or earlier	2013
7 years	You May Dispose of Records Dated December 2007 or earlier	2012
8 years	You May Dispose of Records Dated December 2006 or earlier	2011
9 years	You May Dispose of Records Dated December 2005 or earlier	2010
10 years	You May Dispose of Records Dated December 2004 or earlier	2009
11 years	You May Dispose of Records Dated December 2003 or earlier	2008
12 years	You May Dispose of Records Dated December 2002 or earlier	2007
13 years	You May Dispose of Records Dated December 2001 or earlier	2006
14 years	You May Dispose of Records Dated December 2000 or earlier	2005
15 years	You May Dispose of Records Dated December 1999 or earlier	2004
60 years	Student Permanent Records: Year Student Graduated, Withdrew from District, or Transferred	1959
22 Months	You May Dispose of Federal Election Records Dated November 2014	On or after September 30, 2017

In accordance with the Illinois Administrative Code, Section 4000.40, please submit DC at least 60 days in advance of when you intend to dispose of the records.

If you need assistance, please call (217) 782-1080.

VISITING THE SECRETARY OF STATE WEBSITE

<http://cyberdriveillinois.com>

The screenshot shows the homepage of the Illinois Secretary of State website. At the top, there is a navigation menu with tabs for 'ABOUT US', 'SERVICES', 'PUBLICATIONS', 'NEWS', 'DEPARTMENTS', and 'CONTACT US', along with a 'SEARCH' button. Below the navigation is a banner featuring a photo of Jesse White, the Secretary of State, and the text 'JESSE WHITE SECRETARY OF STATE' next to the Illinois state seal. The URL 'WWW.CYBERDRIVEILLINOIS.COM' is displayed on the right side of the banner.

The main content area is divided into several sections:

- Trending Now!**: A section with a dropdown arrow and a list of services including eServices, Driver's License, Vehicles, Business, and Featured Video.
- Information about the new Temporary Visitor Driver's License (TVDL) for Non-Visa Status Individuals – Schedule an appointment**: A featured article with a thumbnail image of a license and links for appointment scheduling in multiple languages: 安排預約, 예약하기, Tylko za umówieniem, and Programar una cita.
- Jesse White Launches Public Awareness Campaign to Highlight Penalties for Using Fake IDs**: An article with a thumbnail image of a group of people and a link to a PSA video titled 'PSA - Fake IDs the Real Truth'.
- Facility Finder**, **License Plates Renewal**, **LifeGoesOn**, **E-mail My Renewal Notice**, and **Pick-a-Plate**: A sidebar of service icons.

Quick Links section includes:

- Adult Driver Education
- AvoidTheScam.net
- Bad/Defective License Plates
- Emergency Contact Database
- Freedom of Information
- Get Browse Aloud
- Illinois Blue Book
- Illinois Handbook of Government
- Illinois State Archives
- Illinois State Library
- Law Updates 2015
- License Plate Guide
- Motor Voter
- Persons with Disabilities Parking
- Complaint Form
- Rules of the Road
- ReportItNow.net
- Teen Driver Safety
- Vendor Certification Form
- You Tube Channel

At the bottom, there is a 'PHONE TICKET IN THE OTHER DROP IT AND DRIVE' logo and a footer with links for Terms of Use, Privacy Policy, Land of Lincoln Screensaver, National Center for Missing & Exploited Children, and Amber Alert.

Click on Departments tab which is located at the top of the page, then Illinois State Archives, then State and Local Records Management.

Below is a list of resources currently available to assist local agencies with their records.

ILLINOIS STATE ARCHIVES

State and Local Government Records Management Programs

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For information about the procedures to dispose of local government records call 217-782-7075 or 782-7076. You may also contact our office through mail, fax, or e-mail:

Records Management Section
Illinois State Archives
Margret Cross-Norton Building
Springfield, Illinois 62756
217-557-1928 (fax)

Illinois State Archives Contact Form: http://www.ilsos.gov/ContactFormsWeb/isa_contact.jsp. (Choose Records Management as the subject.)

Local Records Management Services — Local Government Agencies

- Cook County Local Records Commission Meetings
http://www.cyberdriveillinois.com/departments/archives/records_management/lrc_cook_county_meeting_schedule.html
- Cook County Local Records Commission Rules (44 Ill Admin Code Title PART 4500):
<http://www.ilga.gov/commission/jcar/admincode/044/04404500sections.html>
- Destruction of Public Records Penalty (720 ILCS 5/32-8)
<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+32&ActID=1876&ChapterID=53&SeqStart=74000000&SeqEnd=77100000>
- Downstate Local Records Commission Meetings
http://www.cyberdriveillinois.com/departments/archives/records_management/lrc_downstate_meeting_schedule.html
- Downstate Local Records Commission Rules (44 Ill Admin Code Title PART 4000)
<http://www.ilga.gov/commission/jcar/admincode/044/04404000sections.html>
- Electronic Commerce Security Act (5 ILCS 175)
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=89&ChapterID=2>
- Guidelines for Using Electronic Records
http://www.cyberdriveillinois.com/departments/archives/records_management/electrecs.pdf
- Illinois School Student Records Act (105 ILCS 10)
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1006&ChapAct=105%20ILCS%2010/&ChapterID=17&ChapterName=SCHOOLS&ActName=Illinois+School+Student+Records+Act>
- Local Records Act (50 ILCS ACT 205)
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=699&ChapAct=50%20ILCS%20205/&ChapterID=11&ChapterName=LOCAL+GOVERNMENT&ActName=Local+Records+Act>
- Local Records Disposal Certificate
http://www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html

- Personal Information Protection Act (815 ILCS 530/12)
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2702&ChapterID=67>

Contact Information

Records Archivists – Local Records (see map for location details)

Steve Colaizzi – (Boone, Cook (north-western), DeKalb, Du Page, Kane, Lake, and McHenry County)
630-293-5734
scolaizzi@ilsos.gov

Cherianne Cameron (east-central Illinois)
217-282-3001
ccameron@ilsos.gov

Marikay Hegarty (City of Chicago, Cook (south-eastern), Will and Kendall)
312-814-9597
mhegarty@ilsos.gov

Dave Wooten (north-western Illinois)
309-796-1219
dwooten@ilsos.gov

Andrew Spiro (south-central Illinois)
217-558-7219
aspiro@ilsos.gov

Mike Hall (southern Illinois)
618-327-8464
mhall@ilsos.gov

Local Records Unit At the Archives

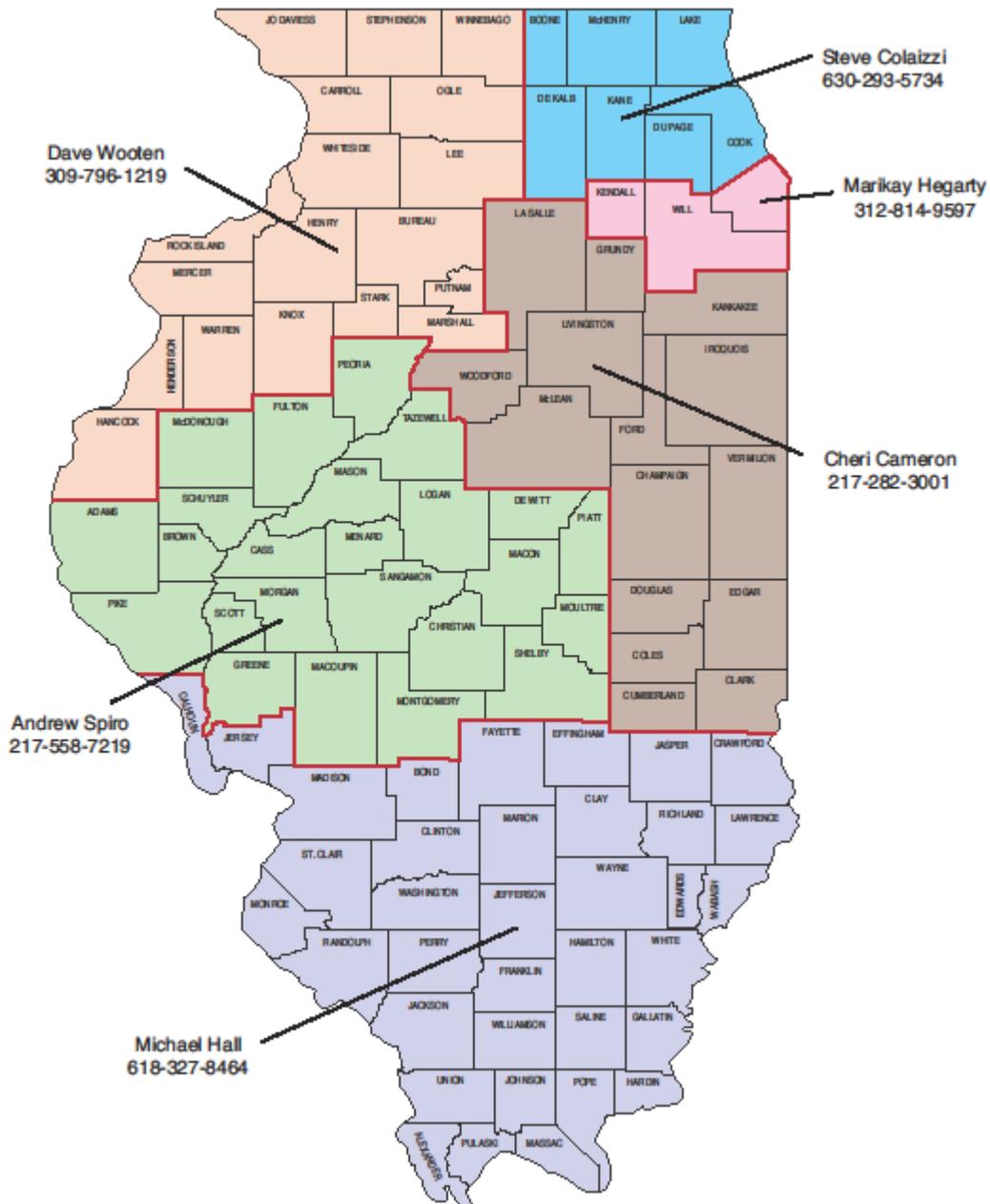
Robert C. Boots, CRM, Chief Deputy Director
Records Management (State and Local) Section Manager
217-782-1082
rboots@ilsos.gov

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